Assessment Committee Meeting Minutes

Friday, February 4, 2022

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:01 pm by Justin Tickhill. The meeting was held online via Zoom.
2. **Present:** Dr. Gina Kamwithi, Justin Tickhill, Dr. Kelly Gray, Dr. Howard Walters, Christine Lynch, Christina Barker, Vickie Rose, Barb Keener, ~~Kimberly Lybarger~~, Alicia Camak, Amy Burns.
3. **Minutes**

Minutes from the November 19, 2022 were reviewed and accepted as revised with Gina’s addition.

Motion to approve: 1st: Chris Barker, 2nd: Christine Lynch

1. **Review turn in rates for TASK, investigate deficiencies** – Chair reported that 9 TASKS have been received to date from program faculty members. They were given an extended deadline of 2/1/22. He stated it would have been good to send a reminder out again after faculty returned from winter break (during first week of the semester). Chair reported that some of the Health Science faculty thought their TASK was due on 2/10- so there was some confusion with the new date. He and admin will discuss after today’s meeting about sending reminders to faculty members who still need to submit their TASK. Member suggested to add TASK reminder date on Important Dates Calendar in Outlook. Chair said the due date is included in Canvas, and the date going forward will be the Tuesday prior to Thanksgiving. Member mentioned at department meeting yesterday, some requests went to programs no longer in existence. Admin stated that what they received was data for defunct programs and it was noted on the document.

Admin reported it was a great benefit to faculty to have access to last year’s data. Some of them were not able to open instructional videos about these data rich documents, so that made it a little more challenging. Admin pulled up a TASK document for Information Technology Program Coordinator as an example and shared with the members how she reviewed the documents with the faculty member if they reached out to her with questions about their data and explained the document and gave reasoning behind the data. IT Program Coordinator stated he gathers written communication all of the time and created his own rubric. The last thing admin reviewed with the Program Coordinator and another faculty member was the ethnicity and gender breakdown. Admin stated a lot of faculty are doing good things in their classes, they just need some guidance and need to reach out to her with any questions. A member stated that in Human Services, professional soft skills are measured at sites and are done electronically through the class assignment (PDF) and asked if a rubric be created and inserted in those assignments and how is it pulled into data. Admin stated no need to create a rubric, it is already inside of CANVAS in the commons. She stated that if they need help to pull a rubric in, they should email her and ask that a rubric be added. Chair mentioned that reference material can be pulled from ExamSoft and suggested that it would be good if Admin have administrator rights.

1. **Preview the first 4-6 TASK documents that we would like to review and contact to set up dates** – Chair asked how the 2 members are assessing their non-credit students. Director of TRIO member stated she and admin developed an assessment of professional skills outcomes a few years ago. This assessment is given to each new TRIO member. During the last academic year, they captured 28 students with an exit assessment and that information is put onto a spreadsheet which includes calculations. The only issue becomes when students leave or transfer. Students are assessed at their entry and when they have been in the program for 1 year. Member took PFSS rubric self-assessment and made it a little more user friendly for students. Chair suggested another way to measure is to refer to students’ academic alerts. Member turns in an annual report of success for these students. Students are tracked for 4 years or longer. What is good about TRIO is every conversation is tracked in Aviso. Academic evals. are done for each student each semester. Assessment is done with students of 2.5 GPA or lower after the first 4 weeks of the semester. Admin suggested a meeting with member to discuss other data that is collected. For the Honor Society students, member would like to build assessment into the orientation process and would like to get some parameters set around that.

Career Pathway & Internship Coordinator member stated that most of their assessments are related to internships for credit. The employer evaluates the student’s soft skills. TRIO member said she would send member her document which has 12 easy questions. It is good to use the same kinds of assessments across the board. Admin asked for these members’ reports to be submitted to her by the beginning of March, either email or upload in the Canvas section. Both members will set a meeting to discuss their reports more fully. They both work with TRIO as well and some of their areas overlap. Chair suggested to member that she program her assessment document that students complete into Canvas as that would save a lot of time. Text can be copied into creative Commons and other classes could use the material. Member said she will work on that.

**At the next meeting**, chair will invite Carmen Morrison and Jason Tucker and member will be leading the TASK review at the meeting. Chair will contact these faculty today. Chair asked members if they think it’s possible that someone in their department has not turned in their TASK document, please give them a gentle reminder. He will send out reminder today.

No additional business items were noted for the meeting.

1. **Adjournment**

Meeting was adjourned at 1 pm by Christine Lynch, seconded by Gina Kamwithi.

The next meeting will be Friday, February 18th, 2022 via Zoom 12 noon – 1:30 pm.

Respectfully submitted,

Amy E. Burns